



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 12-29**

<http://dmva.alaska.gov/employment.htm>



<b>POSITION TITLE:</b> <b>Contracting Craftsman</b>	<b>AFSC:</b> <b>6C071</b>	<b>OPEN DATE:</b> <b>22 DECEMBER 2011</b>	<b>CLOSE DATE:</b> <b>21 JANUARY 2012</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>168<sup>th</sup> Mission Support Group, Eielson Air Force Base, Alaska</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E5      Maximum: E7</b>	
<b>SELECTING SUPERVISOR:</b> <b>Lt Col Ee</b>	<b>VACANCY</b> <b>0821627</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES – 333233</b>	

## AREAS OF CONSIDERATION

**NATIONWIDE** Applications for this announcement will be forwarded for consideration for all Alaska National Guard personnel who 1) currently hold the advertised AFSC at the advertised skill level, or 2) AKANG members who meet the minimum criteria for retraining (specifications listed below) or 3) applicants eligible to become members of the Alaska Air National Guard possess the AFSC or meet the minimum criteria for retraining as stated below. If you do not meet any of these criteria, your application will not be forwarded for consideration  
*\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

## MAJOR DUTIES MAY INCLUDE

- Manage, perform, and administer contracting functions for commodities, services, and construction using simplified acquisition procedures, negotiation, and other approved methods
- Use automated contracting systems to prepare, process, and analyze transactions and products
- Act as business advisor, buyer, negotiator, administrator, and contracting officer
- Advise government and contractor personnel on contracting related issues
- Obtain data on marketing trends, supply sources, and trade information
- Prepare memoranda, determinations and findings, justifications, and approvals
- Document contracting files. Prepare documents, processes transactions, and maintains files applicable to automated contracting systems and other electronic methods
- Analyze statistical data pertinent to contracting functions. Ensure contractors comply with bonding, insurance, and tax requirements as applicable
- Support studies pursuant to competitive sourcing
- Perform market research. Review requirements to include descriptions, government furnished property, availability of funds, justifications for sole source, brand name purchasing, and delivery requirements. Review proposed documents to ensure contractual correctness and compliance with regulations, directives, laws, statutes, and contracting policies. Reviews government estimates. Determines appropriate contracting methods and contract types. Maximize use of commercial items and practices
- Interpret and explain government procedures and regulations
- Determine applicability of contract clauses and special provisions
- Prepare solicitations, solicits proposals for commodities, services, and construction requirements. Ensures solicitations are publicly advertised as appropriate. Reviews and evaluates cost and pricing data/information.
- Analyze and reviews award actions. Obtain and evaluate past performance information
- Determine contractor responsibility. Evaluate responsiveness of bids and offers
- Prepare and conduct negotiations. Prepare bid abstracts. Amend and cancel solicitations
- Reject bids. Review and evaluate bids or offers. Recommend contract award. Mediate protests
- Conduct site visits to determine adequacy of contractor compliance and customer satisfaction. Interviews contractor employees to determine labor law compliance. Trains and monitors quality assurance personnel
- Assess contractor compliance and determines appropriate actions. Resolves claims, disputes, and appeals
- Terminate contracts and administers termination settlements
- Provide contingency contracting in support of joint U. S. and allied forces
- Develop and manage contingency contracting program plans
- Evaluate methods and procedures used in purchasing commodities, services, and construction
- Ensure contractors' adherence to delivery schedules and prices
- Prepare and presents evaluation in the form of correspondence and briefings
- Participate in the unit self-inspection program
- Perform additional duties as assigned

## INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – GENERAL - 72
- SECURITY CLEARANCE – **Secret** (eligible to obtain)
- EDUCATION - For entry into this specialty, **completion of 24 semester hours in business related subjects**, such as accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management is desirable, or **possession of a baccalaureate degree**
- Ability to communicate effectively in writing
- Ability to speak distinctly
- Never convicted of a felony. Never been convicted by court-martial or never have received nonjudicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility

**\*See page 2 for Preferred Qualifications All Required Documents for Considerations\***

## PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: pricing techniques, market trends, supply sources, US or foreign commercial practices and marketing factors contributing to prices of items, equipment, materials or services. Knowledge is mandatory of basic computer applications, audit procedures, policies, laws, and directives governing purchasing and contingency contracting policies and procedures
- Achievement of Level II Certification in contracting under the Acquisition Professional Development Program and completion of Defense Acquisition University (DAU) Contingency Contracting Course
- Experience in contracting for commodities, services, construction, and contract administration
- Ability to perform Contingency Contracting Officer (CCO) duties

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800.** Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received that are not signed will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **application package must include at least the NGB-34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 4-8 are requested by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation may be included.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT/PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic)
5. Cover Letter & Resume
6. Last 3 Enlisted Performance Report (if applicable)
7. Copy of Transcript confirming completion of 24 semester hours in business related subjects (if applicant does not possess AFSC)
8. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC)

**\*SUBMIT NO STAPLES/NO BINDINGS\***

**\*\* Alaska Air National Guard – Applicants who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months. Signed statement must be submitted with application \*\***

### QUESTIONS:

The HRO Liaison - 168<sup>th</sup> Force Support Flight, MSgt Ashley Hill, 907-377-8758 (DSN 317-377-8758)

To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

### MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO/AGR  
Building 49000 Room D-209, Post Office Box 5800  
Joint Base Elmendorf Richardson, AK 99505-5800

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.